



All Candidates,

CITY OF HOUSTON

Legal Department

Subject: Applications for a Place on the

Interoffice

Correspondence

To:

City of Houston
General Election,
November 6, 2007

November 6, 2007 General
Election Ballot

The City Charter designates the Mayor's Office as the location for filing applications for a place on the election ballot and declarations of write-in candidacy. **The filing period begins at 8:00 a.m. on Monday, August 6, 2007, and ends at 5:00 p.m. on Wednesday, September 5, 2007.** In addition to the ballot application filing period, a declaration of write-in candidacy may be filed in the Mayor's Office until **5:00 p.m. on Monday, September 10, 2007.**

Individuals seeking to file an application for elective office will be directed to the Mayor's Office to obtain a packet of information relevant to such filing. In addition, packets are available through the City's website at www.houstontx.gov. Each packet contains the following:

1. General information concerning the November 6, 2007 General Election;
2. Detailed instructions and an application for a place on the ballot, including a sample application;
3. A list showing the minimum number of signatures required on petitions for a candidate to have his or her name placed on the ballot (or list of declared write-in candidates) as an alternative to payment of the required filing fee;
4. A sample petition for individuals as an alternative to payment of the required filing fee;
5. A copy of the Candidate Agreement regarding campaign solicitations and contributions;
6. A copy of a Personal Financial Statement to be filed with the City Secretary; and
7. Information concerning solicitation and acceptance of campaign contributions, including a copy of Chapter 18 of the City of Houston Code of Ordinances.

Each application or declaration should be checked to ensure that:

1. It has been completed in accordance with the instructions and properly notarized;
and
2. It is accompanied by **either**:
 - (a) the appropriate filing fee, or
 - (b) the properly completed and acknowledged Petition for a Place on the City General Election Ballot (item number 4 on the previous page) containing the required number of signatures and other information required by the Texas Election Code.

The filing fee **must** be paid in cash, or by cashier's or certified check payable to the City of Houston, and each applicant, or his designated representative, should obtain a receipt for payment of the filing fee. **No application or declaration will be accepted unless it is accompanied by either a filing fee or signature petition. No personal checks will be accepted.**

Copies of the form for declaration of write-in candidacy promulgated by the Secretary of State are available (but not enclosed) for distribution to those who request it. **The same materials furnished to applicants for a place on the ballot will be given to those filing a declaration of write-in candidacy.** The declaration will be checked in the same manner as an application for a place on the ballot and must be accompanied by a filing fee or signature petition.